

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Emergency Management Program Manager**

**Class Code: 60115**

---

### **A. Purpose:**

Administers and oversees an emergency management section within the department and serves as lead worker over staff to ensure public safety programs and activities are effectively carried out.

### **B. Distinguishing Feature:**

The Emergency Management Program Manager oversees a program area within the department such as recovery and mitigation or preparedness and response programs and directs the work of staff in those areas.

The Emergency Management Specialist is assigned emergency management or homeland security programs or activities to implement.

The Emergency Management Regional Coordinator maintains a regional office, travels to local government agencies to provide guidance in implementing and evaluating emergency management objectives, participates in on-site implementation of operational plans during emergencies and disasters, and assesses emergency or disaster damages.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Directs activities of a program area within the department to ensure recovery and mitigation or preparedness and response program activities are effectively carried out.
  - a. Assigns tasks and job responsibilities to staff.
  - b. Answers questions from and gives direction to staff.
  - c. Participates in training to stay current on all program changes.
  - d. Provides guidance to staff on problem solving, program issues, or program concerns.
  - e. Interprets federal laws and rules and ensures compliance at the state and local level.
  - f. Develops, receives approval for, implements and maintains policies and procedures.
  - g. Reviews problematic program payments.
  - h. Writes grants to receive funding.
  - i. Creates methodology to provide grant funding to counties.
  - j. Reviews and ensures quarterly reports are completed and submitted to the proper federal agency on time.
  - k. Recommends policies and strategies for dealing with and developing relationships with local government.
2. Administers public assistance and individual assistance programs to ensure federal disaster funds are properly expended.
  - a. Serves as State Public Assistance Officer for the Public Assistance Program and Individual Assistance Officer for the Individual Assistance Program and implements those programs.
  - b. Participates in joint FEMA/STATE Preliminary Damage Assessments for possible Presidential Disaster Declarations.
  - c. Identifies potential public/individual assistance applicants within designated disaster counties.

- d. Answers questions from applicants regarding programs.
  - e. Serves as state liaison between applicants and FEMA officials.
  - f. Maintains and updates public assistance and individual assistance administrative plans.
  - g. Ensures payments to all applicants are paid in accordance with the grant awarded.
3. Oversees preparedness exercise programs to test plans and procedures at the state, local and tribal level.
    - a. Originates and maintains plans and procedures regarding disaster response activities.
    - b. Serves as Emergency Operations Center Director.
    - c. Evaluates reports on disaster events received by duty officer and/or regional coordinators.
    - d. Coordinates joint response actions with director, department secretary, Governor and other state agency officials.
    - e. Serves as liaison between local officials and state government in coordinating response activities.
    - f. Processes and tracks disaster requests from local officials.
    - g. Organizes, conducts and compiles disaster assessment information.
    - h. Prepares disaster-related correspondence and supporting documentation for director, department secretary and Governor's approval.
  4. Supports additional emergency management projects as assigned.
    - a. Participates in response operations as necessary.
    - b. Fulfill disaster field office assignments when necessary following a Presidential disaster declaration.
    - c. Participates in exercises and training in support of the department.
    - d. Completes special projects as assigned.
  5. Serves as lead worker over assigned staff.
    - a. Participates in selection and performance evaluation activities.
    - b. Provides work direction and oversight.

#### **D. Reporting Relationships:**

Reports to an Assistant division director. Serves as lead worker over Emergency Management Specialists, Emergency Management Regional Coordinators, and clerical staff.

#### **E. Challenges and Problems:**

Challenged to implement multiple programs to satisfy statutory requirements while meeting division and department service goals. This requires a balance of regulation, service and education to achieve compromise across a broad spectrum of entities with differing philosophies.

Typical problems resolved include rapidly shifting priorities and schedules, making quick decisions under stressful situations, integrating new federal grant opportunities among existing staff, coordinating and reaching consensus among diverse entities, meeting quarterly reporting deadlines, and finding clarification for FEMA or applicants on eligibility issues.

#### **F. Decision-making Authority:**

Decisions made include eligibility of applicants for recovery and mitigation programs, job assignments to staff, answering questions referred by staff, identifying problems with projects and notifying FEMA officials when needed, validity of local disaster requests, recommending response actions and resources, and county funding allocations.

Decisions referred include unresolved policy disagreements with FEMA, political or controversial issues, final approval of policies, plans and procedures, and authorization to expend funds from the State Emergency Fund.

**G. Contact with Others:**

Weekly contact with federal officials to exchange information, with various state agencies to answer questions, and daily contact with county emergency management officials or applicants to answer questions.

**H. Working Conditions:**

Typical office environment. Potential for long hours required in response to an incident and in support of the Emergency Operations Center (EOC).

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- government processes and administrative principles,
- grants management and grant writing,
- accounting procedures,
- emergency management/homeland security principles and programs,
- emergency resources and procedures,
- functions of an emergency management agency,
- state and national trends in emergency management.

Ability to:

- exhibit leadership skills,
- serve as a team leader,
- develop relationships with federal, state, tribal, local and private counterparts,
- communicate clearly and concisely,
- deal tactfully with others,
- make decisions quickly under pressure,
- evaluate emergency situations and assess needs,
- exercise good judgment and remain calm in an emergency,
- demonstrate effective writing abilities,
- demonstrate critical and logical thinking.